

**4. ATN - Account Telephone Number**

Identifies the account telephone number assigned by the NSP.

If the number is used, it may or may not be the same as the working telephone number.

The LOCBAN field information used in the previous form version should be used here.

USAGE: This field is conditional.

Required when the AN field is not populated.

Otherwise optional.

DATA CHARACTERISTICS: 12 alphanumeric characters (including 2 preprinted hyphens).

EXAMPLE: 

2	0	1	-	9	8	1	-	3	5	0	0
---	---	---	---	---	---	---	---	---	---	---	---

**5. RSQTY - Resale Quantity**

Identifies the quantity of Resale Services (e.g., lines, circuits, trunks, etc.) involved in this service request.

USAGE: This field is conditional.

Required when the DISC ECCKT field identifies the populated; otherwise optional.

DATA CHARACTERISTICS: 3 numeric characters.

EXAMPLE: 

		8
--	--	---

**6. DQTY - Disconnect Quantity**

Identifies the quantity of private lines to be disconnected with this request.

USAGE: This field is conditional.

Required when the DISC ECCKT field is populated, otherwise optional.

DATA CHARACTERISTICS: 3 numeric characters.

EXAMPLE: 

		8
--	--	---

**7. LOCBAN - Local Billing Account Number (Primary Location)**

Identifies the end user's billing account number which may also be the end user's local exchange telephone number.

USAGE: This field is optional.

DATA CHARACTERISTICS: 20 numeric characters.

EXAMPLE: 

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**8. PG \_ OF \_**

Identifies the page number and the total number of pages contained in this request.

USAGE: This field is required.

DATA CHARACTERISTICS: 4 numeric characters.

EXAMPLE: 

0	1
---	---

0	2
---	---

9. **LOCTYP - Location Type (Primary Location)**

USAGE: This field is conditional.

DATA CHARACTERISTICS: 1 alpha character.

EXAMPLE: | E |

Identifies the primary end of the service being provided. When PRILOC and SECLOC are both CLLI codes, PRILOC will be the low alphanumeric of the two.

Required when the ACT field on the LSR Form is "A," "C," "M," "T," "V," or "W" and the PRILOC field is an end user name; otherwise optional.

EXAMPLE: M I L N T N M A 6 8 6

Identifies the prefix for the house number of the service address when grid type numbering is used.

Optional when the SANO field is populated, otherwise prohibited.

EXAMPLE: | 2 | 5 | | |

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**12. SANO - Service Address House Number (Primary Location)**

Identifies the house number of the service address.

USAGE: This field is conditional.

Optional when the SASN field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 8 alphanumeric characters.

EXAMPLE: 

4	5	0					
---	---	---	--	--	--	--	--

Where 450 is the house number for the address 25W 450 ½ SW Camino Ramon Lane  
NW Suite 23

**13. SASF - Service Address House Number Suffix (Primary Location)**

Identifies the suffix for the house number of the service address.

USAGE: This field is conditional.

Optional when the SASN and SANO fields are populated, otherwise prohibited.

DATA CHARACTERISTICS: 5 alphanumeric characters.

EXAMPLE: 

1	/	2		
---	---	---	--	--

Where 1/2 is the house number suffix for the address 25W 450 ½ SW Camino Ramon  
Lane NW Suite 23.

**14. SASD - Service Address Street Directional (Primary Location)**

Identifies the street directional for the service address.

USAGE: This field is conditional.

Optional when the SASN field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 2 alpha characters.

VALID ENTRIES: E = East  
W = West  
N = North  
S = South  
NE = Northeast  
NW = Northwest  
SE = Southeast  
SW = Southwest

EXAMPLE: 

S	W
---	---

Where **SW** is the street directional for the address 25W 450 ½ **SW** Camino Ramon Lane NW Suite 23.



**17. SASS - Service Address Street Suffix (Primary Location)**

Identifies the suffix to the street name of the service address.

USAGE: This field is conditional.

Optional when the SASN field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 4 alphanumeric characters.

EXAMPLE: 

N	W		
---	---	--	--

Where NW is the street suffix for the address address 25W 450 ½ SW Camino Ramon Lane NW Suite 23.

**18. SADLO - Service Address Descriptive Location (Primary Location)**

Identifies additional location information about the service address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 100 alphanumeric characters.

EXAMPLE:

T	R	A	I	L	E	R		B	E	H	I	N	D		G	A	S		S	T	A	T	I	O
N		N	E	X	T		T	O		P	O	S	T		O	F	F	I	C	E				

**19. RLSO - Resale Local Serving Office (Primary Location)**

Identifies the NPA NXX of the local serving office of the end user location.

USAGE: This field is optional.

DATA CHARACTERISTICS: 6 numeric characters.

EXAMPLE: 

2	0	1	8	8	5				
---	---	---	---	---	---	--	--	--	--

**20. BLDG - Building (Primary Location)**

Identifies the building number or name of the end user location.

A building group with a common address would utilize this field to identify the specific building within the group.

A wing or pier may be entered in the field. When specifying other than building, enter "wing" or "pier" as part of the identification.

USAGE: This field is optional.

DATA CHARACTERISTICS: 9 alphanumeric characters.

EXAMPLES:

6								
P	I	E	R		3	9		
W	I	N	G		4			

**21. FLOOR - Floor (Primary Location)**

Identifies the floor of the end user location.

USAGE: This field is conditional.

Required when the ACT field on the LSR form is "A," "C," "M," "T," "V," or "W" and the PRILOC field is an end user name; otherwise optional.

DATA CHARACTERISTICS: 9 alphanumeric characters.

EXAMPLES:

3	2							
M	E	Z	Z	A	N	I	N	E



**22. ROOM - Room (Primary Location)**

Identifies the room of the end user location.

Designates either a room, slip, lot, unit or apartment.

USAGE: This field is optional.

When entering other than a room number, include "slip," "lot," "unit," "apt." "suite" etc. as part of the entry.

When unknown due to building construction, enter "TBD" (to be determined).

DATA CHARACTERISTICS: 9 alphanumeric characters.

EXAMPLES:

2	1	2	3
---	---	---	---

S	L	I	P		1	4
---	---	---	---	--	---	---

**23. CITY - City (Primary Location)**

Identifies the CITY, VILLAGE, TOWNSHIP, ETC. of the end user location.

USAGE: This field is required.

DATA CHARACTERISTICS: 25 alpha characters.

EXAMPLE: 

P	I	S	C	A	T	A	W	A	Y																			
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**24. STATE - State/Province (Primary Location)**

Identifies the two character postal code for the state or province of the end user location.

USAGE: This field is required.

DATA CHARACTERISTICS: 2 alpha characters.

EXAMPLE: 

N	J
---	---



**28. ACTEL NO Access Telephone Number (Primary Location)**

Identifies the telephone number of the local contact for the service location.

USAGE: This field is conditional.

Required when the ACT field on the LSR form is "A," "C," "M," "T," "V," or "W" and the PRILOC field is an end user name; otherwise optional.

DATA CHARACTERISTICS: 17 numeric characters, including 3 preprinted hyphens.

EXAMPLE: 

2	0	1	-	9	8	1	-	3	5	8	7	-				
---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--

**29. ALCON - Alternate Local Contact (Primary Location)**

Identifies the alternate local contact name for access to the service location.

USAGE: This field is optional.

DATA CHARACTERISTICS: 15 alphanumeric characters.

EXAMPLE: 

J	O	H	N		S	M	I	T	H					
---	---	---	---	--	---	---	---	---	---	--	--	--	--	--

**30. AACTEL - Alternate Access Telephone Number (Primary Location)**

Identifies the alternate telephone number of the local contact for the service location.

USAGE: This field is optional.

DATA CHARACTERISTICS: 17 numeric characters, including 3 preprinted hyphens.

EXAMPLE: 

2	0	1	-	9	8	1	-	3	5	8	7	-				
---	---	---	---	---	---	---	---	---	---	---	---	---	--	--	--	--

**31. IWO - Inside Wiring Options (Primary Location)**

Identifies the requirement for inside wire services.

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha character.

VALID ENTRIES: W = Provide Inside Wiring.

EXAMPLE: 

W
---

Identifies the name of the person to contact about inside wire.

USAGE: This field is conditional.

Required when the IWO (PRI) field is populated, otherwise optional

DATA CHARACTERISTICS: 25 alphanumeric characters.

EXAMPLE: | T | O | M | | J | O | N | E | S | | | | | | | | | | | |

Identifies the telephone number of the inside wire contact.

USAGE: This field is conditional.

Required when the IWCON (PRI) field is populated, otherwise populated with 0.

**DATA CHARACTERISTICS:** 17 numeric characters, including 3 preprinted numbers

EXAMPLE:  $\begin{bmatrix} 2 & 0 & 1 & - & 9 & 8 & 8 & - & 7 & 6 & 2 & 3 & - & 1 & 0 & 1 & 2 \end{bmatrix}$

Identifies the billing telephone number or billing account number for charges associated with options such as inside wiring and material charges

USAGE: This field is NOT APPLICABLE in BellSouth...

Identifies the access instructions for the end user location.

USAGE: This field is conditional.

Required when the ACT field on the LSR form is "A," "C," "M," "T," "V," or "W" and the PRILOC field is an end user name; otherwise optional.

DATA CHARACTERISTICS: 45 alphanumeric characters.

EXAMPLE: A F T E R 3 P M

## Secondary Location Section

### 36. LOCTYP - Location Type (Secondary Location)

Identifies the location type.

USAGE: This field is conditional.

Required when the PRILOC or SECLOC field is populated, otherwise optional.

DATA CHARACTERISTICS: 1 alpha character

VALID ENTRIES: E = End user  
C = CLLI code

EXAMPLE: 

E
---

### 37. SECLOC - Secondary Location

Identifies the terminating end of the service being provided.

When PRILOC and SECLOC are both CLLI codes, PRILOC will be the low alphanumeric of the two.

USAGE: This field is conditional.

Required when the ACT field on the LSR form is "A," "C," "M," "T," "V," or "W" and the SECLOC field is an end user name; otherwise optional.

DATA CHARACTERISTICS: 25 alphanumeric characters.

EXAMPLE: 

M	I	L	N	T	N	A	6	8	6																			
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### 38. SAPR - Service Address House Prefix (Secondary Location)

Identifies the prefix for the house number of the service address when grid type numbering is used.

USAGE: This field is conditional.

Optional when the secondary SANO field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 5 alphanumeric characters.

EXAMPLE: 

2	5	W		
---	---	---	--	--

Where **25W** is the prefix for the address **25W 450 1/2 SW Camino Ramon Lane NW**  
Suite 23.

**39. SANO - Service Address House Number (Secondary Location)**

Identifies the house number of the service address.

USAGE: This field is conditional.

Optional when the secondary SASN field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 8 alphanumeric characters.

EXAMPLE: 

4	5	0					
---	---	---	--	--	--	--	--

Where **450** is the house number for the address 25W **450** ½ SW Camino Ramon Lane NW Suite 23.

**40. SASF - Service Address House Number Suffix (Secondary Location)**

Identifies the suffix for the house number of the service address.

USAGE: This field is conditional.

Optional when the secondary SASN and SANO fields are populated, otherwise prohibited.

DATA CHARACTERISTICS: 5 alphanumeric characters.

EXAMPLE: 

1	/	2		
---	---	---	--	--

Where **1/2** is the suffix for the address 25W **450** ½ SW Camino Ramon Lane NW Suite 23.

**41. SASD - Service Address Street Directional (Primary Location)**

Identifies the street directional for the service address.

USAGE: This field is conditional.

Optional when the secondary SASN field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 2 alphabetic characters.

VALID ENTRIES: E = East  
W = West  
N = North  
S = South  
NE = Northeast  
NW = Northwest  
SE = Southeast  
SW = Southwest

EXAMPLE: 

S	W
---	---

Where SW is the street directional for the address 25W 450 ½ SW Camino Ramon Lane NW Suite 23.

Identifies the street name of the service address.

If no street name exists, may be rural route, General Delivery or other description for delivery/service destination.

USAGE: This field is required.

DATA CHARACTERISTICS: 50 alphanumeric characters.

EXAMPLES:

[illegible]

Where **Camino Ramon** is the street name for the address 25W 450 ½ SW Camino Ramon Lane NW Suite 23.

[illegible]

Identifies the thoroughfare portion of the street name of the service address.

USAGE: This field is conditional.

Optional when the secondary SASN field is populated, otherwise, prohibited.

DATA CHARACTERISTICS: 10 alphanumeric characters.

EXAMPLE: | L | A | N | E | | | |

Where Lane is the thoroughfare for the address 25W 450 ½ SW Camino Ramon Lane NW Suite 23.



**44. SASS - Service Address Street Suffix (Secondary Location)**

Identifies the suffix to the street name of the service address.

USAGE: This field is conditional. Optional when the secondary SASN field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 4 alphanumeric characters.

EXAMPLE: 

N	W
---	---

Where NW is the suffix of the street name for the address 25W 450 1/2 SW Camino Ramon Lane NW Suite 23.

**45. SADLO - Service Address Descriptive Location (Secondary Location)**

Identifies additional location information about the service address.

USAGE: This field is optional.

DATA CHARACTERISTICS: 100 alphanumeric characters.

EXAMPLE:

T	R	A	I	L	E	R		B	E	H	I	N	D		G	A	S		S	T	A	T	I	O
N		N	E	X	T		T	O		P	O	S	T		O	F	F	I	C	E				

**46. RLSO - Resale Local Serving Office (Secondary Location)**

Identifies the NPA, NXX of the local serving office of the end user location.

USAGE: This field is optional.

DATA CHARACTERISTICS: 6 numeric characters.

EXAMPLE: 

2	0	1	8	8	5				
---	---	---	---	---	---	--	--	--	--

**47. BLDG - Building (Secondary Location)**

Identifies the building number or name of the end user location.

A building group with a common address would utilize this field to identify the specific building within the group.

A wing or pier may be entered in the field. When specifying other than building, enter "wing" or "pier" as part of the identification.

USAGE: This field is optional.

DATA CHARACTERISTICS: 9 alphanumeric characters.

EXAMPLES:

6								
---	--	--	--	--	--	--	--	--

P	I	E	R		3	9		
---	---	---	---	--	---	---	--	--

W	I	N	G		4			
---	---	---	---	--	---	--	--	--

**48. FLOOR - Floor (Secondary Location)**

Identifies the floor of the end user location.

USAGE: This field is conditional.

Required when the ACT field on the LSR form is "A," "C," "M," "T," "V," or "W" and the SECLOC field is an end user name; otherwise optional.

DATA CHARACTERISTICS: 9 alphanumeric characters.

EXAMPLES:

3	2							
---	---	--	--	--	--	--	--	--

M	E	Z	Z	A	N	I	N	E
---	---	---	---	---	---	---	---	---

**49. ROOM - Room (Secondary Location)**

Identifies the room of the end user location.

Designates either a room, slip, lot, unit or apartment. When entering other than a room number, include "slip," "lot," "unit," "apt," "suite" etc. as part of the entry.

USAGE: This field is optional.

DATA CHARACTERISTICS: 9 alphanumeric characters.

EXAMPLES:

2	1	2	3
---	---	---	---

S	L	1	P		1	4
---	---	---	---	--	---	---

**50. CITY - City (Secondary Location)**

Identifies the CITY, VILLAGE, TOWNSHIP, ETC. of the end user location.

USAGE: This field is required.

DATA CHARACTERISTICS: 15 alphabetic characters.

EXAMPLE: 

P	I	S	C	A	T	A	W	A	Y					
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--

**51. STATE - State/Province (Secondary Location)**

Identifies the two character postal code for the state or province of the end user location.

USAGE: This field is required.

DATA CHARACTERISTICS: 2 alpha characters.

EXAMPLE: 

N	J
---	---

Identifies the zip code or postal code of the end user service location.

USAGE: This field is required.

DATA CHARACTERISTICS: 10 alphanumeric characters.

EXAMPLES:

0	7	0	3	9					
0	8	8	5	4	-	1	2	3	4
M	5	A			1	X	7		

Identifies any necessary location information that cannot be described in other fields and indicates further definition of the physical point of termination at the secondary location.

This field, along with other secondary address fields, describes the termination at the primary end user location.

USAGE: This field is optional.

DATA CHARACTERISTICS: 106 alphanumeric characters.

EXAMPLE:

[illegible]

Identifies the local contact name for access

USAGE: This field is conditional.

Required when the ACT field on the LSR form is "A," "C," "M," "T," "V," or "W" and the SECLOC field is an end user name; otherwise optional.

DATA CHARACTERISTICS: 15 alphanumeric characters.

EXAMPLE: J O H N S M I T H

**55. ACTEL NO - Access Telephone Number (Secondary Location)**

Identifies the telephone number of the local contact for the service location.

USAGE: This field is conditional.

Required when the ACT field on the LSR form is "A," "C," "M," "T," "V," or "W" and the SECLOC field is an end user name; otherwise optional.

DATA CHARACTERISTICS: 14 numeric characters, plus 3 pre-printed hyphens.

EXAMPLE: 

2	0	1	-	9	8	1	-	3	5	8	7	-
---	---	---	---	---	---	---	---	---	---	---	---	---

**56. ALCON - Alternate Local Contact (Secondary Location)**

Identifies the alternate local contact name for access to the service location.

USAGE: This field is optional.

DATA CHARACTERISTICS: 15 alphanumeric characters.

EXAMPLE: 

J	O	H	N	S	M	I	T	H						
---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

**57. AACTEL - Alternate Access Telephone Number (Secondary Location)**

Identifies the alternate telephone number of the local contact for the service location.

USAGE: This field is optional.

DATA CHARACTERISTICS: 14 numeric characters, plus 3 pre-printed hyphens.

EXAMPLE: 

2	0	1	-	9	8	1	-	3	5	8	7	-
---	---	---	---	---	---	---	---	---	---	---	---	---

**58. IWO - Inside Wiring Options (Secondary Location)**

Identifies the requirement for inside wire services.

USAGE: This field is optional.

DATA CHARACTERISTICS: 1 alpha character.

VALID ENTRIES: W = Provide Inside Wiring.

EXAMPLE: 

W
---

**59. IWCON - Inside Wire Contact (Secondary Location)**

Identifies the name of the person to contact about inside wire.

USAGE: This field is conditional.

Required when the IWO (SEC) field is populated, otherwise optional.

DATA CHARACTERISTICS: 25 alphanumeric characters.

EXAMPLE: 

T	O	M		J	O	N	E	S																	
---	---	---	--	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**60. TEL NO - Inside Wire Contact Telephone Number (Secondary Location).**

Identifies the telephone number of the inside wire contact.

USAGE: This field is conditional.

Required when the IWCON (SEC) field is populated, otherwise prohibited.

DATA CHARACTERISTICS: 17 numeric characters, including 3 preprinted hyphens.

EXAMPLE: 

2	0	1	-	9	8	8	-	7	6	2	3	-	1	0	1	2
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

**61. GBTN - General Exchange Tariff Options Billing Telephone Number (Secondary Location)**

Identifies the billing telephone number or billing account number for charges associated with options such as inside wiring and material charges.

USAGE: This field is **NOT APPLICABLE** in BellSouth.

Identifies the access instructions for the end user location.

USAGE: This field is conditional.

Required when the ACT field on the LSR form is "A," "C," "M," "T," "V," or "W" and the SECLOC field is an end user name; otherwise optional.

DATA CHARACTERISTICS: 45 alphanumeric characters.

EXAMPLE: A F T E R 3 P M

## Bill Section

### 63. FBI - Final Bill Information Indicator

Indicates whether a final bill should be sent to either the existing billing address or a different address.

USAGE: This field is optional.

When the entry is "D," the BILLNM, STREET, STATE, and ZIP CODE must also be entered.

DATA CHARACTERISTICS: 1 alpha character

VALID ENTRIES: D = Different  
E = Existing

EXAMPLE: 

D
---

### 64. BILLNM - Bill Name

Identifies the end user bill name.

USAGE: This field is conditional.

Required when the FBI field is "D," otherwise optional.

DATA CHARACTERISTICS: 25 alphanumeric characters.

EXAMPLE: 

A	B	C		C	O																					
---	---	---	--	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### 65. SBILLNM Secondary - Bill Name

Identifies the name of a department or group within the designated BILLNM entry.

This field may also be used to specify the end user as identified in the SAN field on the LSR Form, used by the customer in conjunction with billing its end user.

USAGE: This field is optional.

DATA CHARACTERISTICS: 25 alphanumeric characters.

EXAMPLE: 

A	C	C	O	U	N	T	S		R	E	C	E	I	V	A	B	L	E								
---	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--



**66. STREET - Street Address**

Identifies the street of the billing address associated with the billing name.

USAGE: This field is conditional.

Required when the FBI field is "D," otherwise optional.

DATA CHARACTERISTICS: 25 alphanumeric characters.

EXAMPLE: 

1	2	5		E		M	A	I	N		S	T	R	E	E	T										
---	---	---	--	---	--	---	---	---	---	--	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--

**67. FLOOR**

Identifies the floor for the billing address associated with the billing name.

USAGE: This field is optional.

DATA CHARACTERISTICS: 3 alphanumeric characters.

EXAMPLE: 

3	2	
---	---	--

**68. ROOM/MAIL STOP**

Identifies the room or mail stop for the billing address associated with the billing name.

USAGE: This field is optional.

DATA CHARACTERISTICS: 10 alphanumeric characters.

EXAMPLE: 

1	K	1	5	1	A				
---	---	---	---	---	---	--	--	--	--

**69. CITY**

Identifies the city, village, township, etc. of the billing address associated with the billing name.

USAGE: This field is conditional.

Required when the FBI field is "D," otherwise optional.

DATA CHARACTERISTICS: 25 alphanumeric characters.

EXAMPLE: 

L	I	V	I	N	G	S	T	O	N																		
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--